

Helpful websites

1. TVF&R business pandemic influenza preparedness information:
www.tvfr.com/dept/em/em_business.html
2. US federal government website:
www.pandemicflu.gov/
3. US Department of Health and Human Services Pandemic Preparedness Plan:
www.hhs.gov/pandemicflu/plan/
4. World Health Organization (WHO):
www.who.int/csr/disease/influenza/pandemic/en/
5. CDC – Stopping the Germ at Home, Work and School:
www.cdc.gov/germstopper/home_work_school.htm
6. American Red Cross:
www.redcross.org/services/prepare/0,1082,0_239_00.html

Preparing for emergencies makes good business sense

- **Any preparation is better than no preparation at all.**
- Being prepared doesn't take a lot of work.
- You don't have to start from scratch. Look at on-line resources.
- If your company already has emergency response plans in place, modify them for the flu pandemic.
- If your company doesn't have any emergency preparedness plans in place, now is a good time to develop them.
- Take it one step at a time. You don't have to get everything ready in one day.
- Update your plans regularly to make sure they are still a good fit for your business operations.
- Let your employees and customers know that in case of a flu pandemic, your company is prepared.

Pandemic Influenza



Preparing Your Business For Flu Pandemic

What can businesses expect during a flu pandemic?

- Pandemic flu is potentially very contagious. Businesses will have to take extra precautions to protect employees and customers from getting sick.



- 25-40% of the workforce could be affected. This means that many employees will not be able to come to work either due to illness, or because they have to stay home to take care of a sick family member.
- Schools and daycare centers may be closed. This means that your employees may have to stay home to look after of their children.
- Large public gatherings (such as concerts, sporting events, movies) may be restricted to minimize the spread of disease.
- Your business may be affected if you depend on other businesses to continue operating or rely on consumers to come to your place of business.
- Transportation services may be disrupted. Employees who depend on public transportation may have trouble getting to work.
- Travel may be restricted to affected regions (national and international) to limit the spread of disease. You and your employees may not be able to travel to certain areas for work.
- People may experience panic and fear during a pandemic and stay home as a result.
- Demand for your services/products may be decreased or increased.



Plan ahead and think about the following:

- How will your business be affected if certain employees don't report to work during a pandemic?
 - * Can someone else take over the absent employee's responsibilities?
 - * Can you stay in business with a smaller staff?
- How will you make sure that employees who do continue to work are paid on time?
- Will you pay employees overtime during periods of staff shortage?
- How will you protect you, your employees, and customers from getting sick?
- What will your sick leave policies be?
- Will there be a need for employees to wear personal protective equipment such as disposable face masks and disposable gloves?
- How will you monitor your employees for symptoms of pandemic flu?
- How will you handle employees who develop symptoms while at work?
- How will you send employees home if they are too sick to drive or take public transportation?
- How will you contact sick employees' families?
- How will your employees be notified if you temporarily close for business?
- How will you keep your employees informed of the latest pandemic flu developments?
- How will you acquire essential business supplies if other businesses are closed?

Things you should do now:

- Teach your employees about pandemic flu and infection control measures.
- Designate 1 or 2 employees to act as the lead manager during a flu pandemic.
- Set up for flexible worksites and work hours for you and your employees:
 - * Can you or your employees work from home?
 - * Consider staggering your shifts during a pandemic.
 - * Consider having employees work shorter shifts.
- Develop policies for non-punitive leave during a pandemic.
- Identify core business missions so that you can keep your business running during times of staff shortage.
- Cross train employees for different roles and job responsibilities so that someone else can get the job done during an employee's absence.
- Develop disinfection/cleaning procedures at the workplace to protect your employees and customers from getting sick.
- Consult with other businesses that you work with for their pandemic flu preparedness plans.
- Establish emergency communication protocols.
- Have on file employees' emergency contact information.